



Vendor Application

Independence Day Celebration

Elmer Thomas Park

Friday, June 30 - Saturday, July 1, 2023



The City of Lawton is hosting the Eighth Annual Lawton Fort Sill Freedom Festival in Elmer Thomas Park. The festival is a family-oriented event full of fun, games, activities, vendors, and entertainment. The grand finale on Saturday at approximately 9:30 p.m. is one of the largest fireworks displays in SW Oklahoma. The celebration will be held rain or shine. No personal fireworks, alcohol, or animals (service/working animals only).

Dates & Deadlines

April 21 | Final deadline for vendor application

Vendor applications will be juried on a rolling basis on the third Thursday of each month.

Vendors will be notified of acceptance after April 21 Freedom Festival Committee Meeting.

June 30 | Vendor setup 10:00AM

| Food Booth Inspections at 10:00AM (for vendors without a license on file with the City of Lawton)

| Festival 5:00-9:00PM*

July 1 | Festival Hours 4:00PM—10:00PM/(End of Fireworks)*

*Hours subject to change to being extended

Vendor Specifications

Booth Rental Fees – fees are due with signed application.

Food and Sales Booth Fees

- 10x10 Booth Space with Electric Hookup = \$100.00
- 10x20 Booth Space with Electric Hookup = \$150.00
- 10x40 Booth Space with Electric Hookup = \$200.00

Display Booth Fees

- 10x10 Booth Space with Electric Hookup= \$50.00
- 10x20 Booth Space with Electric Hookup= \$100.00

Food vendors are responsible for obtaining all necessary licenses and permits. Contact the City of Lawton License & Permit office at (580) 581-3365 if you have any questions. Food vendors will **not** be allowed to open without all required licenses, permits, and inspections. All vendors must be setup by **10:00AM Friday, June 30. Food vendors without a mobile food license on file with the City of Lawton must be ready for inspection on Friday, June 1 by 10:00AM.**

Vendors may operate any time after inspections have been completed Friday, June 30 and **must** operate in their designated booth space during operational hours. Unless approval is explicitly granted by the festival coordinator, no vehicles shall be operated or parked in the festival areas during operational hours.

Vendors will provide **all** their own equipment, to include tents for sales and display vendors, which **must** have a tent. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather. Canopies are not allowed as they are not designed to withstand rough weather conditions such as high winds.

The Fire Code requires that all food tents have certification and labels affixed with regard to fire resistant construction. A “label” is typically affixed to the material indicating the size and fabric or material type. A “certificate” is typically a document that affirms that a material has been treated and is still within the thresholds required to make the material “flame retardant”. Food tents must have mesh walls and all food must be located in the screened in area of tent.

Vendors are responsible for keeping their area clean.

Vehicles **will not** be allowed in the event area during festival operational hours.

No pets, except working animals, are allowed on the festival grounds.

The Freedom Festival Committee reserves the right to decline any application at their sole discretion.

The location/placement of each vendor will be determined by the committee.

This event will be held rain or shine. All vendors agree to comply with event rules and regulations.

Festival site is located in a city park subject to dust, wind, and other elements.

Electricity

Vendors who sign up for electric hookup will be provided one 110-volt, 15-amp, 1650-watt circuit. It is your responsibility to ensure that your appliances/electrical needs do not exceed the electrical capacity. If you have 220V equipment please include that information on your application and indicate that you require a 220V outlet. We also need to know the total number of 20-amp circuits. The 220V outlet is a “4 prong, 220, 50 amp” – you must adapt to this connection - no exceptions. Electrical cords should be no longer than 50-feet for all food booths, and all electrical cords should be a 12-gauge minimum.

Sales Tax Information

Under 2015 Oklahoma Statute Title 68 “Revenue and Taxation,” Subsection J, special event vendors approved under the statute shall remit tax along with a sales tax report **directly** to the Tax Commission within fifteen (15) days following the conclusion of the special event. If not filed on or before the fifteenth day, the tax shall be delinquent from such date. Reports timely mailed shall be considered timely filed. If a report is not timely filed, interest shall be charged from the date the report should have been filed until the report is actually filed.

Entry Requirements Checklist

- Signed application
- Appropriate booth fee
- Indication of 220V electrical hookup if needed
- Oklahoma Sales Tax permit number
- List of items to be sold with prices.
 - Vendors will be required to clearly post all menu/sales items with prices on the front of their booth during the event.

Please include all requested information on your application. Failure to adhere to the above requirements will nullify the application. Vendors may E-mail applications, but applications will not be considered for acceptance until payment has also been made.

Unforeseen Circumstances Statement

The 2023 Freedom Festival is planned for Friday, June 30th and Saturday, July 1st. Due to State and/or federal government policies beyond our control, changes to this event are possible to include cancellation. Payment for booth space is due with your application but will not be deposited until applications are juried. In the event the festival is cancelled due to unforeseen circumstances beyond our control, you will be issued a full refund. Withdrawal of vendor applications for any reason other than event cancelation will result in forfeiture of payment unless otherwise approved by the Freedom Festival Committee.

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Please Print

Name of Booth (as it should appear in print): _____

Contact Person Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Cell: _____

E-mail: _____

Oklahoma Sales Tax Number: _____

Please indicate booth type and size of booth space you are requesting (all items to include trailer hitches, etc. must fit inside your designated booth space):

Food and Sales Booth Fees

10x10 Booth Space with Electric Hookup = \$100.00 _____

10x20 Booth Space with Electric Hookup = \$150.00 _____

10x40 Booth Space with Electric Hookup = \$200.00 _____

Display Booth Fees

10x10 Booth Space with Electric Hookup= \$50.00 _____

10x20 Booth Space with Electric Hookup= \$100.00 _____

Please let us know the exact size of your Traylor or tent to _____

Will you be using a generator? _____ YES _____ NO

Do you require a 220V outlet? _____ YES _____ NO (If yes, you must adapt to 4 prong, 220, 50 amp plug)

How many 20-amp circuits do you need? _____

Power supply is limited in festival area. Number of 20-amp circuits for each vendor will be determined after review of all electrical needs. List ALL equipment used in your booth (i.e., crock pots, cookers, coffee pots, smoker, A/C units, etc.):

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The City of Lawton reserves the absolute right to accept or reject any vendor application for any reason. **Applications that are not signed or do not have payment enclosed will not be considered.** Your payment will not be deposited until your application has been approved. No refunds issued after application deadline for vendors who are accepted into the event, unless the City decides for any reason to cancel the event, in which case a full refund will be processed.

The event participant's entry implies a commitment to adhere to all City of Lawton/Freedom Festival Committee rules if accepted. Event participant must be present at the event and have booth open for business during event hours. Event participant may not begin dismantling tents or displays until event is over. Event Participants take full responsibility for the safety of themselves and their equipment.

The event participant does hereby agree to forever release, discharge, defend, indemnify, and otherwise hold harmless the City of Lawton, their officials, employees, agents, and servants, of, from, and against any and all claims, demands, expenses, or losses of any kind whatsoever, due to personal injury (including death) and/or property damage arising from or during, on account of, or in any way related to participating in the Freedom Festival.

By signing below, the event participant agrees to all terms and conditions as stated in the application.

Enclosed is my check or money order for \$ _____ payable to **LETA** (Lawton Enhancement Trust Authority).

Signature: _____ Date: _____

Application must include: signed application, booth fee, indication of 220V electrical hookup if needed, Oklahoma Sales Tax permit number, list of items to be sold with prices.

No faxed or e-mailed applications accepted.

Mail signed application and payment to:
Arts & Humanities Division
PO Box 522
Lawton, OK 73502

Deliver signed application and payment to:
Arts & Humanities Office
(west entrance) McMahon Auditorium
801 NW Ferris Ave., Lawton, OK 73507
8 a.m. – 5pm (Monday – Friday)

For more information, call the Arts & Humanities Office
at (580) 581-3470 or (580) 581-3471
or email vicci.kirkendoll@lawtonok.gov

FOR ARTS & HUMANITIES USE ONLY

Vendor Name: _____ Oklahoma Sales Tax Permit Number: _____

Complete, Signed Application _____ Booth Fee(s) _____ List of Items to be Sold _____

Electrical Hookup Needed: _____

Arts and Humanities Administrator: _____ Date: _____